



Schedule of Works

For

Re-roofing, external repairs and
redcoration

At

The Strand, Hugh Town, St Marys

CONTENTS

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Summary Page



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| A10 | PROJECT PARTICULARS | £ |
| 110 | THE PROJECT | |
| - | Name: The Strand, Hugh Town, St Marys | |
| - | Nature: External repairs and redecoration | |
| - | Location: Sally Port Hugh Town, St Marys | |
| - | Length of contract: 8 Weeks | |
| 120 | EMPLOYER (CLIENT) | |
| - | Name: Council of the Isles of Scilly | |
| - | Address: Town Hall, Hugh Town, St Marys, isles of Scilly, | |
| 140 | CONTRACT ADMINISTRATOR | |
| - | Name: Ward Williams Associates. | |
| - | Address: Compass House, Truro Business Park, Threemilestone, Truro Cornwall, TR4 9LD. | |
| - | Contact: Daryl Hill | |
| - | Telephone: 01872 272906. | |
| - | E-mail: darylhill@wwasurveyors.com | |
| A11 | TENDER AND CONTRACT DOCUMENTS | |
| 110 | TENDER DRAWINGS | |
| - | The tender drawings are: 15-3830BS-T02, 15-3830BS-T03 | |
| 120 | CONTRACT DRAWINGS | |
| - | The Contract Drawings: The same as the tender drawings. | |
| A12 | THE SITE/ EXISTING BUILDINGS | |
| 110 | THE SITE | |
| - | Description: The Strand, Hugh Town St Marys | |
| 200 | ACCESS TO THE SITE | |
| - | Description: Access to the site is from The Strand. | |
| - | Limitations: the front of the property is directly on a pedestrian footpath with narrow paths to either side of building | |
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| 210 | PARKING <ul style="list-style-type: none"> - Parking restrictions There is no parking on site and parking within The Strand and neighbouring areas is generally restricted. | |
| 220 | USE OF THE SITE <ul style="list-style-type: none"> - General: Do not use the site for any purpose other than carrying out the Works. | |
| 230 | SURROUNDING LAND/ BUILDING USES <ul style="list-style-type: none"> - General: Adjacent or nearby uses or activities are as follows: - Residential properties - Hotel - Tourist attractions | |
| 240 | HEALTH AND SAFETY HAZARDS <ul style="list-style-type: none"> - General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or could be present: - Asbestos. - Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works. - Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures. | |
| 250 | SITE VISIT <ul style="list-style-type: none"> - Before tendering: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works. - Arrangements for visit: via the Contract Administrator. | |
| A13 | DESCRIPTION OF THE WORKS | |
| 120 | THE WORKS <ul style="list-style-type: none"> - Description: Re-roofing, external repairs to the property and full external decoration | |
| A20 | JCT MINOR WORKS BUILDING CONTRACT | |
| 360 | JCT MINOR WORKS BUILDING CONTRACT <ul style="list-style-type: none"> - The Contract: JCT Minor Works Building Contract, 2011 Edition. | |



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| <p>- Allow for the obligations, liabilities and services described therein against the headings below:</p> <p>THE RECITALS</p> <p>First THE WORKS AND THE CONTRACT ADMINISTRATOR</p> <p>- The work comprises: Re-roofing, external repairs to the property and full external decoration</p> <p>- Architect/ Contract Administrator: See clause A10/140.</p> <p>Third CONTRACT DOCUMENTS</p> <p>- Contract drawings: As listed in clause A11/120. Contract documents: The following have been prepared which show and describe the work to be done: A specification.</p> <p>THE ARTICLES</p> <p>3 ARCHITECT/ CONTRACT ADMINISTRATOR</p> <p>- Architect/ Contract Administrator: See clause A10/140.</p> <p>4 and 5</p> <p>- PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR</p> <p>- CDM Principal Designer: Ward Williams: Daryl Hill</p> <p>- Principal Contractor: TBC.</p> <p>CONTRACT PARTICULARS</p> <p>Fourth Recital and clause 4.2 CONSTRUCTION INDUSTRY SCHEME (CIS)</p> <p>- Employer at is 'not contractor' for the purposes of the CIS.</p> <p>Fifth Recital CDM REGULATIONS</p> <p>- The project is not notifiable.</p> | |
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| <p>Article 7</p> <p>ARBITRATION</p> <ul style="list-style-type: none"> - Article 7 and Schedule 1 apply. <p>Clause 1.1</p> <p>CDM PLANNING PERIOD</p> <ul style="list-style-type: none"> - Shall mean the period of 2 weeks beginning on a date to be agreed. <p>Clause 2.2</p> <p>COMMENCEMENT AND COMPLETION</p> <ul style="list-style-type: none"> - Date for Commencement of the Works: TBC - Date for Completion: TBC <p>Clause 2.8</p> <p>LIQUIDATED DAMAGES</p> <ul style="list-style-type: none"> - At the rate of: £250.00 per week. <p>Clause 2.10</p> <p>RECTIFICATION PERIOD</p> <ul style="list-style-type: none"> - Period: 12 months. <p>Clause 4.3</p> <p>PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC.</p> <ul style="list-style-type: none"> - Percentage: 95 per cent. <p>Clause 4.5</p> <p>PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR</p> <ul style="list-style-type: none"> - Percentage: 97.5 per cent. <p>Clause 4.8.1</p> <p>SUPPLY OF DOCUMENTATION</p> <ul style="list-style-type: none"> - Period: Three months for the date of practical completion. <p>Clause 4.11 and Schedule 2</p> <p>CONTRIBUTION, LEVY AND TAX CHANGES</p> <ul style="list-style-type: none"> - Clause 4.11 will be deleted. <p>Clause 5.3.2</p> | |



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CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): £1,000,000.

Clauses 5.4A, 5.4B and 5.4C

INSURANCE OF THE WORKS ETC - ALTERNATIVE PROVISIONS

- *Clause 5.4B (Works and existing structures insurance by Employer in Joint Names) applies.*

Clauses 5.4A.1 and 5.4B.1.2

PERCENTAGE TO COVER PROFESSIONAL FEES

- Addition: 15 per cent.

Clause 7.2

ADJUDICATION

- The Adjudicator is: TBA.
- Nominator of Adjudicator: President or a Vice president or Chairman or Vice Chairman of the: RICS.

Schedule 1 and Schedule 2

BASE DATE

- Base date: 7 days before the date for return of tenders.

Schedule 1 paragraph 2.1

ARBITRATION

- Appointer of Arbitrator (and of any replacement): President or a Vice president of the: RICS.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.4

RECKONING PERIODS OF DAYS

- Amendments: none.

1.7

APPLICABLE LAW

- Amendments: none.



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| SECTION 2: CARRYING OUT THE WORKS | |
| SECTION 3: CONTROL OF THE WORKS | |
| SECTION 4: PAYMENT | |
| SECTION 5: INJURY, DAMAGE AND INSURANCE | |
| SECTION 6: TERMINATION | |
| SECTION 7: SETTLEMENT OF DISPUTES | |
| EXECUTION | |
| - The Contract: Will be executed under hand. | |
| CONTRACT GUARANTEE BOND | |
| - Contract Guarantee Bond: is not required. | |
| A30 TENDERING/ SUBLETTING/ SUPPLY | |
| MAIN CONTRACT TENDERING | |
| 110 SCOPE | |
| - General: These conditions are supplementary to those stated in the invitation to tender and on the form of tender. | |
| 145 TENDERING PROCEDURE | |
| - General: In accordance with JCT Tendering Practice Note 2012. | |
| - Errors: Alternative 2 is to apply. | |
| 160 EXCLUSIONS | |
| - Inability to tender: Immediately inform if any parts of the work as defined in the tender documents that cannot be tendered. | |
| - Relevant parts of the work: Define those parts, stating reasons for the inability to tender. | |
| 170 ACCEPTANCE OF TENDER | |
| - The Employer and Employer's representatives: | |
| - Offer no guarantee that any tender will be recommended for acceptance or be accepted. | |



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| <ul style="list-style-type: none"> - Will not be responsible for any cost incurred in the preparation of any tender. | |
| <p>PRICING/SUBMISSION OF DOCUMENTS</p> | |
| <p>210 PRELIMINARIES IN THE SPECIFICATION</p> <ul style="list-style-type: none"> - Measurement rules: Preliminaries/ General Conditions have been prepared in accordance with SMM7. | |
| <p>220 PRICING OF PRELIMINARIES</p> <ul style="list-style-type: none"> - Charges: If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries those charges must be clearly shown against the items. | |
| <p>250 PRICED DOCUMENTS</p> <ul style="list-style-type: none"> - Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected. - Measurements: Where not stated, ascertain from the drawings. - Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender. - Submit: with tender. | |
| <p>310 TENDER</p> <ul style="list-style-type: none"> - General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works. | |
| <p>510 ALTERNATIVE METHOD TENDERS</p> <ul style="list-style-type: none"> - General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered. - Alternative tenders: Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme. - Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan. - Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works. - Submit: with tender. | |



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| 515 | <p>ALTERNATIVE TIME TENDERS</p> <ul style="list-style-type: none"> - General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted. - Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender. | |
| 530 | <p>SUBSTITUTE PRODUCTS</p> <ul style="list-style-type: none"> - Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered. - Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200. | |
| A31 | <p>PROVISION, CONTENT AND USE OF DOCUMENTS</p> <p>DEFINITIONS AND INTERPRETATIONS</p> | |
| 110 | <p>DEFINITIONS</p> <ul style="list-style-type: none"> - Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary. | |
| 120 | <p>COMMUNICATION</p> <ul style="list-style-type: none"> - Definition: Includes advice, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements. - Format: In writing to the person named in clause A10/140 unless specified otherwise. - Response: Do not proceed until response has been received. | |
| 130 | <p>PRODUCTS</p> <ul style="list-style-type: none"> - Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works. - Includes: Goods, plant, materials, site materials and things for incorporation into the Works. | |
| 135 | <p>SITE EQUIPMENT</p> <ul style="list-style-type: none"> - Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works. | |



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| | <ul style="list-style-type: none"> - Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities. | |
| 160 | <p>TERMS USED IN SPECIFICATION</p> <ul style="list-style-type: none"> - Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services. - Fix: Unload, handle, store, place and fasten in position including all labours and use of site equipment. - Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise. - Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed. - Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement. - Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed. - Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement. - Refix: Fix removed products. - Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions. - Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible. - System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function. | |
| 170 | <p>MANUFACTURER AND PRODUCT REFERENCE</p> <ul style="list-style-type: none"> - Definition: When used in this combination: <ul style="list-style-type: none"> - Manufacturer: The firm under whose name the particular product is marketed. - Product reference: The proprietary brand name and/ or reference by which the particular product is identified. - Currency: References are to the particular product as specified in the manufacture's technical literature current on the date of the invitation to tender. | |
| 200 | <p>SUBSTITUTION OF PRODUCTS</p> <ul style="list-style-type: none"> - Products: If an alternative product to that specified is proposed, obtain approval before ordering the product. | |



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| <ul style="list-style-type: none"> - Reasons: Submit reasons for the proposed substitution. - Documentation: Submit relevant information, including: <ul style="list-style-type: none"> - manufacturer and product reference; - cost; - availability; - relevant standards; - performance; - function; - compatibility of accessories; - proposed revisions to drawings and specification; - compatibility with adjacent work; - appearance; - copy of warranty/ guarantee. - Alterations to adjacent work: If needed, advise scope, nature and cost. - Manufacturers' guarantees: If substitution is accepted, submit before ordering products. | |
| 210 CROSS REFERENCES | |
| <ul style="list-style-type: none"> - Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to. - Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply. - Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply. - Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions. | |
| 220 REFERENCED DOCUMENTS | |
| <ul style="list-style-type: none"> - Conflicts: Specification prevails over referenced documents. | |
| 230 EQUIVALENT PRODUCTS | |
| <ul style="list-style-type: none"> - Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included. | |
| 250 CURRENCY OF DOCUMENTS | |
| <ul style="list-style-type: none"> - Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender. | |
| 260 SIZES | |
| <ul style="list-style-type: none"> - General dimensions: Products are specified by their co-ordinating sizes. - Timber: Cross section dimensions shown on drawings are: | |



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| <ul style="list-style-type: none"> - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections. - Finished sizes for non-structural softwood or hardwood sawn and further processed sections. | |
| <p>DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER</p> | |
| <p>410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS</p> <ul style="list-style-type: none"> - Copies: Two of each contract drawing and contract document will be issued free of charge (not counting any certified copies). - Additional copies: Issued on request and charged to the Contractor. | |
| <p>440 DIMENSIONS</p> <ul style="list-style-type: none"> - Scaled dimensions: Do not rely on. | |
| <p>460 THE SPECIFICATION</p> <ul style="list-style-type: none"> - Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions. | |
| <p>470 DIVERGENCE FROM THE STATUTORY REQUIREMENTS</p> <ul style="list-style-type: none"> - Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities. - Action: Inform immediately. | |
| <p>DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS</p> | |
| <p>630 TECHNICAL LITERATURE</p> <ul style="list-style-type: none"> - Information: Keep on site for reference by all supervisory personnel: <ul style="list-style-type: none"> - Manufacturers' current literature relating to all products to be used in the Works. - Relevant British, EN or ISO Standards. | |
| <p>640 MAINTENANCE INSTRUCTIONS AND GUARANTEES</p> <ul style="list-style-type: none"> - Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works. - Information location: In the Building Manual. - Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: all necessary products and services, office hours only. | |



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| A32 | MANAGEMENT OF THE WORKS | |
| | GENERALLY | |
| 120 | INSURANCE | |
| - | Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required by the Conditions of Contract. | |
| 130 | INSURANCE CLAIMS | |
| - | Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers. | |
| - | Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice. | |
| 140 | CLIMATIC CONDITIONS | |
| - | Information: Record accurately and retain: | |
| - | Daily maximum and minimum air temperatures (including overnight). | |
| - | Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost. | |
| 150 | OWNERSHIP | |
| - | Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds. | |
| | PROGRAMME/ PROGRESS | |
| 210 | PROGRAMME | |
| - | Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of: | |
| - | Planning and mobilisation by the Contractor. | |
| - | Subcontractor's work. | |
| - | Running in, adjustment, commissioning and testing of all engineering services and installations. | |
| - | Work resulting from instructions issued in regard to the expenditure of provisional sums. | |
| - | Work by others concurrent with the Contract. | |
| - | Submit within one week of request. | |
| 250 | MONITORING | |



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| 255 | <ul style="list-style-type: none"> - Progress: Record on a copy of the programme kept on site. - Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time. | |
| | <p>NOTIFICATION OF COMPENSATION EVENT</p> <ul style="list-style-type: none"> - Content: Notwithstanding the Contractor's obligations under the Contract written notice must also be given of all other causes which apply concurrently. | |
| 260 | <p>SITE MEETINGS</p> <ul style="list-style-type: none"> - General: Site meetings will be held to review progress and other matters arising from administration of the Contract. - Frequency: Every two weeks. - Location: On site. - Accommodation: Ensure availability at the time of such meetings. - Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required. - Chairperson (who will also take and distribute minutes): Contract Administrator. | |
| | <p>NOTICE OF COMPLETION</p> <ul style="list-style-type: none"> - Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works. - Associated works: Ensure necessary access, services and facilities are complete. - Period of notice (minimum): two weeks. | |
| 310 | <p>EXTENSIONS OF TIME</p> <ul style="list-style-type: none"> - Notice: When a notice of the cause of any delay or likely delay in the progress of the Works is given under the contract, written notice must also be given of all other causes which apply concurrently. - Details: As soon as possible submit: <ul style="list-style-type: none"> - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes. - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion. - All other relevant information required. | |
| | <p>CONTROL OF COST</p> | |
| 420 | <p>REMOVAL/ REPLACEMENT OF EXISTING WORK</p> <ul style="list-style-type: none"> - Extent and location: Agree before commencement. | |
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| <ul style="list-style-type: none"> - Execution: Carry out in ways that minimize the extent of work. | |
| 430 PROPOSED INSTRUCTIONS | |
| <ul style="list-style-type: none"> - Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days. | |
| 440 MEASUREMENT | |
| <ul style="list-style-type: none"> - Covered work: Give notice before covering work required to be measured. | |
| 450 DAYWORK VOUCHERS | |
| <ul style="list-style-type: none"> - Before commencing work: Give reasonable notice to person countersigning daywork vouchers. - Content: Before delivery, each voucher must be: <ul style="list-style-type: none"> - Referenced to the instruction under which the work is authorized. - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct. - Submit: one week of request. | |
| 460 INTERIM VALUATIONS | |
| <ul style="list-style-type: none"> - Applications: Include details of amounts requested under the Contract together with all necessary supporting information. - Submission: At least seven days before established dates. | |
| 470 PRODUCTS NOT INCORPORATED INTO THE WORKS | |
| <ul style="list-style-type: none"> - Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values. - Evidence: When requested, provide evidence of freedom of reservation of title. | |
| 475 PRODUCTS STORED OFF SITE | |
| <ul style="list-style-type: none"> - Evidence of Title: Submit reasonable proof that the property in items stored off site to be included in valuations is vested in the Contractor. - Include for products purchased from a supplier: <ul style="list-style-type: none"> - A copy of the contract of sale. - A written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge. - Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor: | |



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| <p>Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.</p> | |
| <p>A33 QUALITY STANDARDS/ CONTROL</p> | |
| <p>STANDARDS OF PRODUCTS AND EXECUTIONS</p> | |
| <p>110 INCOMPLETE DOCUMENTATION</p> <ul style="list-style-type: none"> - General: Where and to the extent that products or work are not fully documented, they are to be: <ul style="list-style-type: none"> - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used. - Suitable for the purposes stated or reasonably to be inferred from the project documents. - Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract. | |
| <p>120 WORKMANSHIP SKILLS</p> <ul style="list-style-type: none"> - Operatives: Appropriately skilled and experienced for the type and quality of work. - Registration: With Construction Skills Certification Scheme. - Evidence: Operatives must produce evidence of skills/ qualifications when requested. | |
| <p>130 QUALITY OF PRODUCTS</p> <ul style="list-style-type: none"> - Generally: New. (Proposals for recycled products may be considered). - Supply of each product: From the same source or manufacturer. - Whole quantity of each product required to complete the Works: Consistent in kind, size, quality and overall appearance. - Tolerances: Where critical, measure a sufficient quantity to determine compliance. - Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence. | |
| <p>135 QUALITY OF EXECUTION</p> <ul style="list-style-type: none"> - Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment. - Colour batching: Do not use different colour batches where they can be seen together. - Dimensions: Check on-site dimensions. - Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance. - Location and fixing of products: Adjust joints open to view so they are even and regular. | |



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| 140 | <p>COMPLIANCE</p> <ul style="list-style-type: none"> - Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied. - Compliance with performance specifications: Submit evidence of compliance, including test reports indicating: <ul style="list-style-type: none"> - Properties tested. - Pass/ fail criteria. - Test methods and procedures. - Test results. - Identity of testing agency. - Test dates and times. - Identities of witnesses. - Analysis of results. | |
| 150 | <p>INSPECTIONS</p> <ul style="list-style-type: none"> - Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to: <ul style="list-style-type: none"> - Date of inspection. - Part of the work inspected. - Respects or characteristics which are approved. - Extent and purpose of the approval. - Any associated conditions. | |
| 160 | <p>RELATED WORK</p> <ul style="list-style-type: none"> - Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is: <ul style="list-style-type: none"> - Appropriately complete. - In accordance with the project documents. - To a suitable standard. - In a suitable condition to receive the new work. - Preparatory work: Ensure all necessary preparatory work has been carried out. | |
| 170 | <p>MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS</p> <ul style="list-style-type: none"> - General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender. - Changes to recommendations or instructions: Submit details. - Ancillary products and accessories: Use those supplied or recommended by main product manufacturer. | |



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| | <ul style="list-style-type: none"> - Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates. | |
| 180 | <p>WATER FOR THE WORKS</p> <ul style="list-style-type: none"> - Mains supply: Clean and uncontaminated. - Other: Do not use until: <ul style="list-style-type: none"> - Evidence of suitability is provided. - Tested to BS EN 1008 if instructed. <p>SAMPLES/ APPROVALS</p> | |
| 210 | <p>SAMPLES</p> <ul style="list-style-type: none"> - Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either: <ul style="list-style-type: none"> - To an express approval. - To match a sample expressly approved as a standard for the purpose. | |
| 220 | <p>APPROVAL OF PRODUCTS</p> <ul style="list-style-type: none"> - Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme. - Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained. - Complying sample: Retain in good, clean condition on site. Remove when no longer required. | |
| 230 | <p>APPROVAL OF EXECUTION</p> <ul style="list-style-type: none"> - Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme. - Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed. - Complying sample: Retain in good, clean condition on site. Remove when no longer required. <p>SERVICES GENERALLY</p> | |
| 410 | <p>SERVICES REGULATIONS</p> <ul style="list-style-type: none"> - New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority. | |
| 420 | <p>WATER REGULATIONS/ BYELAWS NOTIFICATION</p> | |



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| | <ul style="list-style-type: none"> - Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details. - Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions. | |
| 430 | <p>WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE</p> <ul style="list-style-type: none"> - On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including: <ul style="list-style-type: none"> - The address of the premises. - A brief description of the new installation and/ or work carried out to an existing installation. - The Contractor's name and address. - A statement that the installation complies with the relevant Water Regulations or Byelaws. - The name and signature of the individual responsible for checking compliance. - The date on which the installation was checked. | |
| 435 | <p>ELECTRICAL INSTALLATION CERTIFICATE</p> <ul style="list-style-type: none"> - Issue: When work is completed. - Original certificate: To be lodged in the Building Manual. | |
| 445 | <p>SERVICE RUNS</p> <ul style="list-style-type: none"> - General: Provide adequate space and support for services, including unobstructed routes and fixings. - Ducts, chases and holes: Form during construction rather than cut. - Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings. | |
| 450 | <p>MECHANICAL AND ELECTRICAL SERVICES</p> <ul style="list-style-type: none"> - Final tests and commissioning: Carry out so that services are in full working order at completion of the Works. - Building Regulations notice: Copy to be lodged in building manual. <p>SUPERVISION/ INSPECTION/ DEFECTIVE WORK</p> | |
| 525 | <p>ACCESS</p> <ul style="list-style-type: none"> - Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract. - Designate: Contract Administrator. | |



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| 530 | <p>OVERTIME WORKING</p> <ul style="list-style-type: none"> - Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done. <ul style="list-style-type: none"> - Minimum period of notice: two days. - Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense. | |
| 540 | <p>DEFECTS IN EXISTING WORK</p> <ul style="list-style-type: none"> - Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received. - Documented remedial work: Do not execute work which may: <ul style="list-style-type: none"> - Hinder access to defective products or work; or - Be rendered abortive by remedial work. | |
| 560 | <p>TESTS AND INSPECTIONS</p> <ul style="list-style-type: none"> - Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented. - Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time. - Records: Submit a copy of test certificates and retain copies on site. | |
| 610 | <p>PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS</p> <ul style="list-style-type: none"> - Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution. - Acceptability: Such proposals may be unacceptable and contrary instructions may be issued. <p>WORK AT OR AFTER COMPLETION</p> | |
| 710 | <p>WORK BEFORE COMPLETION</p> <ul style="list-style-type: none"> - General: Make good all damage consequent upon the Works. <ul style="list-style-type: none"> - Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed. - Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials. - Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction. - COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers. | |



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| | <ul style="list-style-type: none"> - Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions. - Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls. | |
| 720 | SECURITY AT COMPLETION <ul style="list-style-type: none"> - General: Leave the Works secure with, where appropriate, all accesses closed and locked. - Keys: Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt. | |
| 730 | MAKING GOOD DEFECTS <ul style="list-style-type: none"> - Remedial work: Arrange access with Employer. - Rectification: Give reasonable notice for access to the various parts of the Works. - Completion: Notify when remedial works have been completed. | |
| A34 | SECURITY/ SAFETY/ PROTECTION SECURITY, HEALTH AND SAFETY | |
| 120 | EXECUTION HAZARDS <ul style="list-style-type: none"> - Common hazards: Not listed. Control by good management and site practice. | |
| 130 | PRODUCT HAZARDS <ul style="list-style-type: none"> - Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Occupational Exposure Limits. - Common hazards: Not listed. Control by good management and site practice. | |
| 150 | SECURITY <ul style="list-style-type: none"> - Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft. - Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property. - Special requirements: none. | |
| 160 | STABILITY <ul style="list-style-type: none"> - Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract. - Design loads: Obtain details, support as necessary and prevent overloading. | |



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| <p>170 OCCUPIED PREMISES</p> <ul style="list-style-type: none"> - <i>Extent: Existing buildings will be unoccupied during the Contract period, any proposed overtime working must be agreed in advance.</i> <p>210 EMPLOYER'S REPRESENTATIVES SITE VISITS</p> <ul style="list-style-type: none"> - Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site. - Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site. <p>PROTECT AGAINST THE FOLLOWING</p> <p>330 NOISE CONTROL</p> <ul style="list-style-type: none"> - Standard: Comply generally with the recommendations of BS 5228-1, clause 9.3 to minimize noise levels during the execution of the Works. - Noise levels from the works: Maximum level: 85dB (A) when measured from source. - Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles. - Restrictions: Do not use: <ul style="list-style-type: none"> - Pneumatic drills and other noisy appliances without consent during the hours of crematorium opening times. - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance. <p>340 POLLUTION</p> <ul style="list-style-type: none"> - Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution. - Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information. <p>350 PESTICIDES</p> <ul style="list-style-type: none"> - Use: Not permitted. <p>360 NUISANCE</p> <ul style="list-style-type: none"> - Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes. - Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads. | |
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| 370 | <p>ASBESTOS CONTAINING MATERIALS</p> <ul style="list-style-type: none"> - Duty: Report immediately any suspected materials discovered during execution of the Works. - Do not disturb. - Agree methods for safe removal or encapsulation. | |
| 375 | <p>ANTIQUITIES</p> <ul style="list-style-type: none"> - Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works. - Preservation: Keep objects in the exact position and condition in which they were found. - Special requirements: NA | |
| 380 | <p>FIRE PREVENTION</p> <ul style="list-style-type: none"> - Duty: Prevent personal injury or death, and damage to the Works or other property from fire. - Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code'). | |
| 390 | <p>SMOKING ON SITE</p> <ul style="list-style-type: none"> - Smoking on site: Not permitted. | |
| 400 | <p>BURNING ON SITE</p> <ul style="list-style-type: none"> - Burning on site: Not permitted. | |
| 410 | <p>MOISTURE</p> <ul style="list-style-type: none"> - Wetness or dampness: Prevent, where this may cause damage to the Works. - Drying out: Control humidity and the application of heat to prevent: <ul style="list-style-type: none"> - Blistering and failure of adhesion. - Damage due to trapped moisture. - Excessive movement. | |
| 420 | <p>INFECTED TIMBER/ CONTAMINATED MATERIALS</p> <ul style="list-style-type: none"> - Removal: Where instructed to remove materials affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building. - Testing: Carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particle, toxins and other microorganisms are within acceptable levels. | |



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| 430 | <p>WASTE</p> <ul style="list-style-type: none"> - Includes: Rubbish, debris, spoil, containers and surplus material. - Minimize: Keep the site and Works clean and tidy. - Remove: Frequently and dispose off site in a safe and competent manner: <ul style="list-style-type: none"> - Non-hazardous material: In a manner approved by the Waste Regulation Authority. - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations. - Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in. - Waste transfer documentation: Retain on site. | |
| 440 | <p>ELECTROMAGNETIC INTERFERENCE</p> <ul style="list-style-type: none"> - Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site. <p>PROTECT THE FOLLOWING</p> | |
| 510 | <p>EXISTING SERVICES</p> <ul style="list-style-type: none"> - Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations. - Identification: Before starting work, check and mark positions of mains/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners. - Work adjacent to services: <ul style="list-style-type: none"> - Comply with service authority's/ statutory undertaker's recommendations. - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners. - Identifying services: <ul style="list-style-type: none"> - Below ground: Use signboards, giving type and depth; - Overhead: Use headroom markers. - Damage to services: If any results from execution of the Works: <ul style="list-style-type: none"> - Immediately give notice and notify appropriate service authority/ statutory undertaker. - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate. - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability. - Marker tapes or protective covers: Replace, if disturbed during site operations to service authority's/ statutory undertakers recommendations. | |
| 520 | <p>ROADS AND FOOTPATHS</p> <ul style="list-style-type: none"> - Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. | |



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| | <ul style="list-style-type: none"> - Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner. | |
| 540 | <p>RETAINED TREES/ SHRUBS/ GRASSED AREAS</p> <ul style="list-style-type: none"> - Protection: Preserve and prevent damage, except those not required. - Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense. | |
| 560 | <p>EXISTING FEATURES</p> <ul style="list-style-type: none"> - Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works. - Special requirements: N/A. | |
| 570 | <p>EXISTING WORK</p> <ul style="list-style-type: none"> - Protection: Prevent damage to existing work, structure or other property during the course of the work. - Removal: Minimum amount necessary. - Replacement work: To match existing. | |
| 580 | <p>BUILDING INTERIORS</p> <ul style="list-style-type: none"> - Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work. | |
| 600 | <p>EXISTING FURNITURE, FITTINGS AND EQUIPMENT</p> <ul style="list-style-type: none"> - Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions. - Extent: Before work in each room starts the Contractor is to move or protect the furniture, fittings and equipment as necessary. | |
| 620 | <p>ADJOINING PROPERTY</p> <ul style="list-style-type: none"> - Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property. | |
| 625 | <p>ADJOINING PROPERTY RESTRICTIONS</p> <ul style="list-style-type: none"> - Precautions: <ul style="list-style-type: none"> - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. - Pay all charges. | |



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| | <ul style="list-style-type: none"> - Remove and make good on completion or when directed. - Damage: Bear cost of repairing damage arising from execution of the Works. | |
| 630 | EXISTING STRUCTURES <ul style="list-style-type: none"> - Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary. - Supports: During execution of the Works: <ul style="list-style-type: none"> - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works. - Do not remove until new work is strong enough to support existing structure. - Prevent oversteering of completed work when removing supports. - Adjacent structures: Monitor and immediately report excessive movement. - Standard: Comply with BS 5975 and BS EN 12812. | |
| 640 | MATERIALS FOR RECYCLING/ REUSE <ul style="list-style-type: none"> - Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants. - Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed. | |
| A36 | FACILITIES/ TEMPORARY WORKS/ SERVICES <p>GENERALLY</p> | |
| 110 | SPOIL HEAPS, TEMPORARY WORKS AND SERVICES <ul style="list-style-type: none"> - Location: Give notice of intended siting. - Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good. <p>ACCOMMODATION</p> | |
| 210 | ROOM FOR MEETINGS <ul style="list-style-type: none"> - Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices. - Furniture and Equipment: Provide table and chairs for 4 people. | |
| 230 | TEMPORARY ACCOMMODATION | |



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- Accommodation made available by the Employer: The following may be used for the duration of the Contract without charge provided that:
 - It is used solely for the purposes of carrying out the Works.
 - The use to which it is put does not involve undue risk of damage.
 - Any temporary adaptations are approved by or on behalf of the Employer before being carried out.
 - It is vacated on completion of the Works or determination of the Contract.
 - When vacated, its condition is at least equivalent to its condition at the start of the Contract.
- Description: WC and kitchen facilities installed at the property.
- Available services and facilities: as above.

TEMPORARY WORKS

- 340 NAME BOARDS/ ADVERTISEMENTS
- Name boards/ advertisements: Not permitted.

SERVICES AND FACILITIES

- 410 LIGHTING
- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

- 420 LIGHTING AND POWER
- Supply: Electricity from the Employer's mains may be used for the Works as follows:
 - Metering: contractors metering.
 - Point of supply: mains.
 - Available capacity: 250v.
 - Frequency: 50 Hz.
 - Phase: 3 phase.
 - Current: Alternating.
 - Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

- 430 WATER
- Supply: The Employer's mains may be used for the Works as follows:
 - Metering: contractor metering.
 - Source: mains.
 - Location of supply point: TBC.



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| | <ul style="list-style-type: none"> - Conditions/ Restrictions: n/a. - Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply. | |
| 440 | TELEPHONES | |
| | <ul style="list-style-type: none"> - Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone. | |
| 520 | USE OF PERMANENT HEATING SYSTEM | |
| | <ul style="list-style-type: none"> - Permanent heating installation: May be used for drying out the Works and controlling temperature and humidity levels. - Installation: If used: <ul style="list-style-type: none"> - Take responsibility for operation, maintenance and remedial work. - Arrange supervision by and indemnification of the appropriate Subcontractors. - Pay costs arising. | |
| 530 | BENEFICIAL USE OF INSTALLED SYSTEMS | |
| | <ul style="list-style-type: none"> - Permanent systems: Do not use for the Works. | |
| 570 | PERSONAL PROTECTIVE EQUIPMENT | |
| | <ul style="list-style-type: none"> - General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified: <ul style="list-style-type: none"> - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: as appropriate. - High visibility waistcoats to BS EN 471 Class 2. Number required: as appropriate. - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: as appropriate. - Disposable respirators to BS EN 149.FFP1S. - Eye protection to BS EN 166. - Ear protection - muffs to BS EN 352 - 1, plugs to BS EN 352 - 2. - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate. | |
| A54 PROVISIONAL WORK/ ITEMS | | |
| 590 | CONTINGENCIES | |
| | <ul style="list-style-type: none"> - Provisional sum: Include: £3,000.00 | |

SECTION 1

Preliminaries

SECTION 2

Preambles

THE STRAND, HUGH TOWN, ST MARY'S

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GENERALLY**1 Familiarity with Documents**

All Schedules of Works must be read in conjunction with the details of contract and Preliminaries contained within Section 1 of this Specification.

Any discrepancies must be notified to the Contract Administrator for clarification. Any claim for additional payment resulting from the Contractor's failure to familiarise himself with the documents, works and conditions attached thereto will not be entertained.

2 Site Conditions

The Contractor must undertake a site inspection and ascertain the condition and nature of the site and include for all works necessary for the safe and proper execution of the specified work.

No additional application for payment will be entertained where the Contractor has failed to undertake a site inspection prior to tender.

3 Pricing

All clauses within the Specification document must be individually priced, including preliminaries. The pricing indicated will form the basis of valuation in the event of any variation order received.

Pricing must be carried to the summary page and a full set of priced documents must be submitted with the Form of Tender in the envelopes provided.

4 Alternative Materials

Where materials have been specified by a Manufacturer or reference, equal and approved alternatives may be considered but the consent of the Contract Administrator must be sought.

For the purposes of tendering, only the specified material should be allowed for.

6 Extent of Specified Works

The Employer gives no guarantees that all or any of the works will be undertaken. Funding for this project is limited and the viability of works may be dependent upon the tenders received.

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THE STRAND, HUGH TOWN, ST MARY'S

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7 Protection

The Contractor must allow for providing all necessary temporary protection to surfaces, services, fixtures and fittings either adjoining or within the work area which may be affected during the course of the works. Any damage resulting from failure to provide adequate protection will be made good at the Contractor's expense.

8 Site Security

The Contractor is responsible for ensuring that the site remains secure at all times and provide adequate temporary fencing/boarding/alarms as maybe required.

9 Debris Removal

All debris arising from the works must be removed from site on a daily basis. The Contractor must allow for providing all necessary lockable covered skips, which will be required.

10 Storage of Materials

Under no circumstances are the premises to be used for the storage of materials and equipment. The Contractor is therefore advised to allow for regular deliveries of materials.

11 Scope of Works

The works involve the repairs to the external walkways giving access into the first floor flats/maisonettes.

12 Asbestos Containing Materials (ACMs)

No asbestos survey has been carried out although no specific ACMs have been identified at this time.

There always remains a risk that further ACMs maybe discovered during the course of the works. If the Contractor suspects further materials. Works to that area must cease and the Contract Administrator informed for further instruction.

13 Licences and Agreements

The contractor is responsible for obtaining all necessary licenses and agreements to safely carry out the works. These agreements may include:

Access to neighbouring land.
Scaffold Licence
Road Closure Agreements
Etc.

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SECTION 3

Schedule of Work



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1.0.0 GENERAL ITEMS

1.1.0 Occupied Site

- 1.1.1 The Contractor must note and allow for within his tender sum that the works will be executed whilst people not connected with the Contractor are living within the subject property and the neighbouring buildings and the surrounding area will be in constant use.
- 1.1.2 It is a requirement of the project that all the necessary temporary protection for both proper weather-proofing and for the safety of occupants and members of the public be included.
- 1.1.3 Where scaffold is provided it is to be undertaken in such a way to ensure that access to any of the residential properties and storage cupboards are not impeded.

1.2.0 Facilities

- 1.2.1 The Principal Contractor must note and allow for the fact that there are no existing facilities on site suitable for secure storage. Therefore the Contractor will make alternative arrangements for delivery and storage of materials.
- 1.2.2 The Principal Contractor will be responsible for his own messing and toilet facilities. Space will be made available within the grounds to allow for the provision of temporary toilet and messing facilities.

1.3.0 Drawings, Plans and Specifications

- 1.3.1 The responsibility for ascertaining quantities or areas other than those identified and the actual detailed construction will remain with the Contractor and claims for failure to correctly identify and ascertain the same will not be entertained.
- 1.3.2 The Principal Contractor is to retain on site for use by any Subcontractors, Contract Administrator, Employer and others all parties, the plans, specifications and other reference documentation.

1.4.0 Access

- 1.4.1 The Principal Contractor must establish and allow for within his tender for all access arrangements with respect to undertaking the repair and redecoration work.
- 1.4.2 On no account is access to the subject or neighbouring buildings to be impeded.
- 1.4.3 Any claims with respect to the above will not be entertained.

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1.5.0 Disposal of Site Materials and Rubbish

- 1.5.1 All debris is to be removed from site on a regular basis and upon completion. The contract will not be deemed complete until this has been undertaken.
- 1.5.2 The Contractor should allow for the fact that the building will be in constant use and should therefore remove debris in such a manner that does not affect or impede the residents.

1.6.0 Method Statement

- 1.6.1 The Principal Contractor is to submit prior to the commencement of works for approval by the Contract Administrator a Method Statement containing:
- i. A full description of the procedures to be undertaken and sequence of the same.
 - ii. Procedures for undertaking works at high level and the scaffold access provided.
 - iii. Procedures for the removal of waste.
 - iv. Procedures for managing works including lines of communication.
 - v. Procedures and installations which will be incorporated in order to safeguard the users of the building and the general public.

1.7.0 Plant, Scaffolding, Cradles, Hoists and Tools

- 1.7.1 The Principal Contractor shall provide all necessary plant, scaffolding, propping, cradles, hoists and tools for the execution of the works and all materials, carriage, cartage, labour, tarpaulins and whatever else may be required in connection therewith for the proper execution of the works.
- 1.7.2 The Principal Contractor must accept full responsibility for the stability and structural integrity for works during the contract and maintain and replace as necessary.
- 1.7.3 The Principal Contractor will bear sole responsibility for provision, maintenance and insurance for loss and expense of all plant, scaffolding, hoists, cranes, cradles, tools and vehicles used on site.
- 1.7.4 The Principal Contractor shall be responsible for any damage to fabric or property or any adjoining properties as a result of any plant, scaffolding, cranes, hoists, tools, cradles and vehicles and must make good at his own expense

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2.0.0 DEMOLITION AND PREPARATION

2.1.0 Main Building

- 2.1.1 Allow for carefully removing the existing rainwater goods and downpipes from the property being careful not to damage the retained structures.
- 2.1.2 Allow for carefully demolishing the 3no. chimney stacks down to roof level as indicated on the existing and proposed plans and provide cap. Include for adjusting all services fixed to the chimney structures.
- 2.1.3 Allow for all necessary temporary protection and carefully remove the existing flat roof finish and associated decking from the two main roof areas.
- 2.1.4 Allow for carefully removing the fascia boards from the main property being careful not to damage any retained structures.
- 2.1.5 Allow for carefully removing all debris and existing insulation from within the roof void to the mono-pitched roof to the property.
- 2.1.6 Allow for carefully removing the sections of failed concrete to the underside of the porch roof structure.
- 2.1.7 Allow for all necessary temporary protection and allow for removing the roof finish and associated fittings from the front porch to allow for the new pitched roof.
- 2.1.8 Allow for removing all existing satellite dishes and associated cables and leave ready for new installation.

2.2.0 Grounds

- 2.2.1 Allow for removing all weed growth from the front courtyard ensuring all roots are dug out.
- 2.2.2 Allow for carefully removing all of the vegetation growth to the rear stores provided to the property being careful not to damage the retained structures.
- 2.2.3 Allow for carefully removing the existing fascia boards from the rear outbuildings being careful not to damage retained structures.
- 2.2.4 Allow for carefully removing all rainwater goods to the rear outbuildings.
- 2.2.5 Allow for carefully removing 4no. gates and associated frames from the rear gardens being careful not to damage retained structures.
- 2.2.6 Allow for carefully removing 5no. doors to the rear outbuildings including the associated frame being careful not to damage the retained structures.

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2.3.0 Generally

- 2.3.1 Allow for thoroughly cleaning down all surfaces to the premises where a new finish or decoration works are to be undertaken.
- 2.3.2 Allow for carting all waste material off site.

Carried Forward £



£

3.0.0 MASON

3.1.0 Concrete Repairs

- 3.1.1 Allow for undertaking repairs to the external lintels and flat roof canopy where the external finish has spalled due to corrosion of the reinforcement. Reinforcement corrosion is evident to the left hand side of the rear elevation to the left hand block.
- 3.1.2 Allow for removal of all areas of cracked and loose concrete to expose reinforcement.
- 3.1.3 Allow for undertaking all necessary preparation of the reinforcement including wire brushing to remove all evidence of corrosion and treating with red oxide paint.
- 3.1.4 Allow making good concrete by providing screw dowels into the existing retained structure to provide a good key for the concrete repairs.
- 3.1.5 Allow for provision of a new concrete section ensuring that it is flush with the existing surfaces.
- 3.1.6 The contractor is to use recognised concrete repair methods using approved materials. System to be agreed with the Contract Administrator

3.2.0 Services

- 3.2.1 The contractor is to allow for core drilling through the external walls at high level to allow for the provision of mechanical extract ventilation within the bathroom areas.

Carried Forward £



£

4.0.0 ROOFER

4.1.0 Main Roofs

- 4.1.1 Following the removal of the existing fascia and decking at high level allow a provisional sum £750.00 for any necessary repairs to existing roof structure in this location.
- 4.1.2 Supply and install 18mm external quality WPP plywood provided on furring pieces fitted to the upper edge of the existing roof joists. The fall of roof is to be towards the right hand side of the property.
- 4.1.3 Allow for the provision of PIR insulation boards to achieve a 0.18 u-value insulation with bitumen coated glass tissue finish to whole of flat roof area.
- 4.1.4 Allow for the provision of a new single ply membrane roofing installation and extend down over the new fascia boards to perimeter and up the abutting walls with 15 year guarantee.
- 4.1.5 The roof is to be installed by a manufacturer's approved contractor using products with BBA certification.
- 4.1.6 Allow for providing edge kerbs to the rear and left hand side.

4.2.0 Porch Roof

- 4.2.1 Allow for the provision of a 100x50mm treated softwood wall plate bolted to the face of the external wall on which to bear the new pitched roof joists.
- 4.2.2 Allow for the provision of a new 100x50mm treated softwood wall plate bolted to the external perimeter of the porch roof.
- 4.2.3 Allow for the provision of C24 50x150mm rafters set at 400mm centres bird mouthed over wall plates.
- 4.2.4 Provide and install breather membrane on new rafters using 30mm clout nails. Allow for 150mm overlap.
- 4.2.5 Provide and install 50x38mm timber battens to appropriate gauge using 60mm stainless steel nails fixed to rafters.
- 4.2.6 Allow for providing and installing new Brazilian slate roof finish fixed in accordance with the manufacturers recommendations. The contractor is to provide a sample to the Contract Administrator as soon as possible after appointment.
- 4.2.7 Allow for providing 300mm glassfibre quilt insulation to the areas over the internal accommodation.

Carried Forward £



£

- 4.2.8 Allow to form gable end to the new roof including timber battens to hold a render carrier board fixed in accordance with manufacturer's recommendations.
- 4.2.9 Allow to apply render finish in two coats with reinforcing mesh to BS EN13914-1:2005. Scratch coat to be 1:1:5 cement:lime:sand and smooth top coat to be 1:1:6.

Carried Forward £



£

5.0.0 LEADWORK

5.1.0 Generally

5.1.1 All leadwork is to be carried out in accordance with the Lead Sheet Association guidelines.

5.1.2 On completion of the works coat lead with patination oil

5.2.0 Cover Flashings

5.2.1 Allow for providing and installing new lead cover flashings over new roof to front and lean to roof to external store.

5.2.2 Cover flashings to be provided 150mm above the adjacent roofs and extend down over roof finish a minimum of 125mm.

5.2.3 Chase out adjacent wall to the minimum depth of 25mm tongue in new leadwork and wedge with lead pieces. Seal chase with a monolastrometric sealant.

Carried Forward £



£

6.0.0 JOINERY AND CARPENTRY

6.1.0 Fascia and Soffit

- 6.1.1 To the main property allow for providing and installing new 25 x 225mm PVCu and associated soffit of a size to suit the existing arrangement.
- 6.1.2 To the outbuildings to the rear of the property allow for providing and installing new 25 x 150mm treated softwood fascia and associated soffit of a size to suit the existing arrangement.
- 6.1.2 Fix the fascias and soffits in position with stainless steel screws. Allow for all necessary treated softwood battens to provide fixing adequately fixed into position.
- 6.1.3 Ensure existing arrangement to ventilate the roof void is maintained.
- 6.1.4 To front porch areas allow for providing and extension to the existing fascia to ensure that the whole of the exposed edge of the porch structure is covered. Fascia extension to be formed in PVCu capex and fixed with polytop screws.
- 6.1.5 To the underside of the existing porch canopies allow for the provision of 25mm treated softwood battens finished with red cedar cladding.
- 6.1.6 To gable ends of the new porch roof, allow to install 25x215mm treated softwood barge boards.

6.3.0 Windows

- 6.3.1 Allow for removing the operating mechanism from all the windows within the bathroom areas and make good ready for decoration
- 6.3.2 Ensure the windows are in the locked shut position.

6.4.0 External Works

- 6.4.1 Allow for the provision of new treated softwood framed ledged and braced doors to the outbuildings. Allow for the provision of the door and associated frame to suit the existing opening sizes.
- 6.4.2 Allow for the provision of a new 5 lever lock set and handle to the new doors.
- 6.4.3 Allow for the provision of new gates and associated frames in a style to match the retained gates on site.

Carried Forward £



£

7.0.0 Rainwater Goods

- 7.0.1 To the main building, porch and outbuildings allow for providing and installing 150mm powder coated aluminium deep flow rainwater gutters and 150mm downpipes.
- 7.0.2 Fix in position to run to appropriate falls and fixed with proprietary clips.
- 7.0.3 Fix new 150mm diameter downpipes into position of the existing and connect to the existing surface water drainage installation.
- 7.0.4 Allow for clearing and jetting through all existing surface water drainage gully's and underground installations to ensure that they are in good working order.

Carried Forward £



£

8.0.0 SERVICES

8.1.0 Mechanical Extract Ventilation

- 8.1.1 To all the bathroom accommodation allow for the provision of mechanical extract ventilation ducted through the external walls.
- 8.1.2 Allow for connecting vent into light switch and have a 15 minute overrun,
- 8.1.3 Include for an isolator switch provided outside the bathroom door.

8.2.0 Lighting

- 8.2.1 Allow for the provision of new bulkhead lighting fixed to the underside of the new cladding within the porch undercroft.
- 8.2.2 Allow for connecting lights to electrical supply for each unit served and provide switch by existing front doors.

8.3.0 Satellite/Sky

- 8.3.1 Allow for the provision of a communal satellite dish, suitable of all forms of transmissions, and connect into each property.
- 8.3.2 Ensure that all properties receive good reception prior to leaving site.

Carried Forward £



£

9.0.0 DECORATIONS AND PREPARATIONS

9.1.0 Generally

- 9.1.1 Full preparations of all external surfaces to be undertaken in accordance with colour scheme shown on proposed drawings. Allow for undertaking sample panels of the colours for approval.

9.2.0 Preparation

- 9.2.1 Initial preparation of surfaces should be as follows:

- i. Removal of dirt and any contaminants before commencement of abrasive cleaning.
- ii. Rub down with abrasive paper or cloth with nylon pads. Wire wool all
- iii. Surfaces that need smoothing.
- iv. Rub down anywhere that does not cause damage to frail surfaces, arises
- v. And mouldings.
- vi. iv. Remove dry abrasion dust by vacuum.
- vii. v. Remove wet abrasion dust by washing.
- viii. vi. Stop nails, screws, cracks etc.
- ix. vii. Fill in smooth depressions.
- x. Seek instructions if any unsound substrates are encountered

- 9.2.2 Final preparation of surfaces immediately prior to decorating should include washing, wiping or otherwise removing any dirt or contaminant and removing any moisture or condensation by drying the surfaces and Applying general warmth if necessary.

- 9.2.3 Do not apply coating when:

- i. Airborne dust and grit is present.
- ii. Air temperature is below 4 degrees c.
- iii. Relative humidity exceeds 80%.
- iv. Temperature of the surfaces is too low.

- 9.2.4 Coatings should be applied as follows:

- 9.2.5 Wipe surfaces with white spirit.

- i. ii. Make good any existing priming.
- ii. Apply knotting and stopping to all new timberwork.
- iii. Prime surfaces of timberwork not previously primed.
- iv. Apply specified coatings below. Allow adequate intervals between coats
- v. Lightly rub down between coats with wet and dry paper.

9.3.0 Decoration

- 9.3.1 Prepare and paint all render work in two coats external quality emulsion approved by Contract Administrator.

Carried Forward £



£

SUMMARY

Preliminaries

Contractor's OH&P

Section Totals:

- | | |
|------|-----------------------------|
| 1.0 | General items |
| 2.0 | Demolition and Preparation |
| 3.0 | Mason |
| 4.0 | Roofer |
| 5.0 | Leadwork |
| 6.0 | Joinery and Carpentry |
| 7.0 | Rainwater Goods |
| 8.0 | Finishes |
| 9.0 | Decorations and Preparation |
| 10.0 | External Works |

| | |
|-------------|-----------|
| Contingency | £3,000.00 |
|-------------|-----------|

Total

Note: All prices above are exclusive of VAT. Provisional sums included in page totals.

Carried Forward £

Summary Page

| | | | £ | p | | £ | p |
|-----------------------|--|--|---|---|--|---|---|
| | SUMMARY | | | | | | |
| | Section 1: Preliminaries | | | | | | |
| | Section 2: Preambles | | | | | | |
| | Section 4: Schedule of Work | | | | | | |
| | TOTAL CARRIED FORWARD TO FORM OF TENDER | | | | | | |
| | TOTAL TENDER SUM | | | | | | |
| | Contractor: _____ | | | | | | |
| | Address: _____ | | | | | | |
| | _____ | | | | | | |
| | _____ | | | | | | |
| | _____ | | | | | | |
| | Tel: _____ | | | | | | |
| | Fax: _____ | | | | | | |
| | Email: _____ | | | | | | |
| | _____ | | | | | | |
| | Signed: _____ | | | | | | |
| | Date: _____ | | | | | | |
| Summary / Page 1 of 1 | | | | | | | |



| EXETER: | GLOUCESTER: | LONDON: | PLYMOUTH: | TRURO: | RIYADH KSA: | JEDDAH KSA: |
|---|--|---|---|---|---|--|
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